

## **POLICY 410.01: REVENUE CONTROL SECTION**

**OBJECTIVE** To provide revenue control related services and revenue analysis.

**METHOD** The Revenue Control section performs the following functions:

- Generates invoices to tenants and other customers of the Aviation Authority. These billings must be in accordance with Aviation Authority agreements, rules and regulations.
- Monitors accounts receivable to ensure optimum collection of amounts due the Aviation Authority.
- Prepares and reconciles daily cash deposits for any payments collected at the Aviation Authority; monitors and records any other payments collected or processed by third parties.
- Monitors tenants and other customers' security deposit compliance to ensure maximum protection on amounts due to the Aviation Authority.
- Monitors, invoices, and collects amounts due the Aviation Authority from Passenger Facility Charges collected by the airlines and Customer Facility Charges collected by the onsite rental car operators.
- Compiles and distributes statistical information for passenger and cargo activities.
- Prepares, submits and remits payment for sales and communication tax returns.

### **APPROVAL AND UPDATE HISTORY**

**FORMAT AND RE-NUMBERING AUTHORITY** Aviation Authority Board: August 28, 1991 (4R)

**LAST APPROVAL** Aviation Authority Board: November 16, 1988 (V)  
Chief Executive Officer: October 7, 2021

**SUPERSEDES** All Previous